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ABSTRACT

This manual is a gaming simulation that career development professionals can use to promote awareness of and sensitivity to the job search experience encountered by their clientele. Goals of the simulation are to approximate a real life job search experience from different perspectives, while at the same time making it fun and interactive. Players participate in a complete job search consisting of the following areas: research, search, preparation, interview, and negotiation. The manual contains all the directions and materials needed to facilitate the simulation. Contents include the purpose of the game; learning objectives; audience; context for which the game is suited; facilitators' qualifications and duties; number of players; playing time; resources needed to play the game; directions; description of materials provided (role cards, name tags, tests for Station #1, online simulation of job search, classified section of newspaper, word of mouth cards, examples of application materials, interview personalities, interview questions, job proposals, and W-2 form); and debriefing ideas and questions. Descriptions of each of the six stations, including an objective, follow. Titles are Know Thyself; Seek and Ye Shall Find (a Job); Organization Station; Dress for Success; Interview U; and Negotiating Station. An appendix contains game materials. (YLB)

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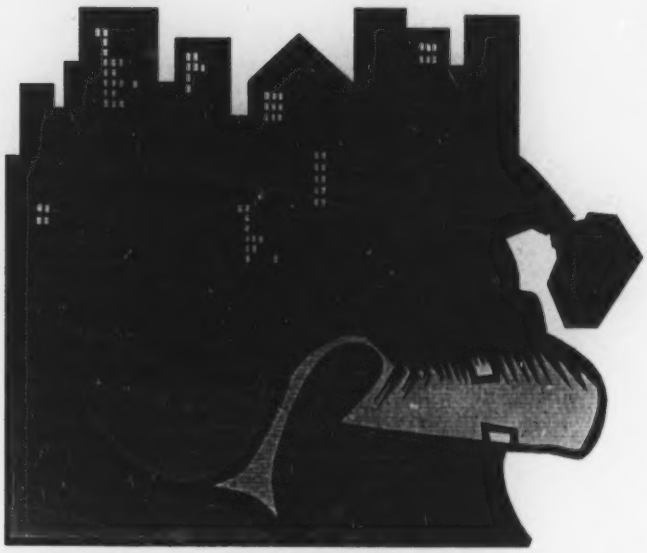
Pounding The Pavement



by
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Abstract

Pounding The Payment is a gaming-simulation for Career Development Professionals for the purpose of promoting awareness and sensitivity of the job search experience encountered by their clientele. The goals of the simulation are to simulate a real life job search experience from different perspectives while at the same time making it fun and interactive. Players participate in a complete job search consisting of the following areas: research, search, preparation, interview, and negotiation. The 59-page manual contains all of the directions and materials needed to successfully facilitate the simulation.

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Purpose of the Game

To provide a gaming simulation for Career Development Professionals for the purpose of promoting awareness and sensitivity of the job search experience encountered by their clientele.

Specific Learning Objectives

- To simulate a real life job search experience from different perspectives while at the same time making it fun and interactive
- To participate in a complete job search consisting of the following areas: research, search, preparation, interview, and negotiation

Appropriate Audience

This game is appropriate to anyone associated with the job search process such as:

- Career Development Professionals
- Career Counselors
- Human Resource Professionals
- Any adult/student in the process of a job search
- Any perspective job seeker

Context for which the Game is Suited

This gaming simulation is appropriate to teach the job search process in any of the following settings:

- Classrooms
- Retreats
- Workshops/Conferences

Qualifications & Duties of the Facilitators

The facilitators in this gaming simulation perform several functions and roles. The facilitator at Station #1 should explain the importance of knowing one's self and how it affects the job search strategy. Station #3 facilitator will collect the application information from participants and then make sure all of the necessary information is complete. The facilitator at Station #4 serves to direct participants when it is time to interview, whom with, and what to do when the interview is over. Station #6 facilitator will serve as a representative of the perspective employer. They will go over the company's offer to participants and will be in

charge of keeping track of who has accepted and declined offers. All facilitators should help to answer questions participants may have as they proceed through the simulated job search.

Number of Players

The number of players recommended for this gaming simulation is 7. This number could be varied by adding more roles or by allowing more than one person to play each role.

Length of Time Required to Play the Game

The time required may vary from 1 to 1 ½ hours depending on the number of players.

Resources Needed to Play

- ✓ 1 computer
- ✓ 5 tables
- ✓ Chairs (# depending on how many people are playing)
- ✓ Clothes
- ✓ Portfolios for each participant
- ✓ Tape
- ✓ Pens/Pencils
- ✓ Envelopes
- ✓ Chance Cards
- ✓ Clipboards
- ✓ Roles Cards - high school graduate, mother reentering workforce, divorced woman, college graduate, career changer
- ✓ Any additional hand- out the facilitator feels is necessary

Directions on How the Game is Played

Participants will move from station to station based on the Directions sheet which will be given to them at the beginning of the gaming simulation.

Description of Materials Provided

Role Cards - provided to give participants a unique way of looking at their role in the gaming simulation

Name Tags - for each participant to wear so they may be identified by their roles

Tests for Station #1 - a copy of simplified Myers-Briggs, Values Questionnaire, and Vocational Interest

Online Simulation of Job Search - disk containing all of the jobs that will be used for this simulation

Classified Section - of a newspaper that will simulate the classified outlet

Word of Mouth Cards - used as an outlet of the job search experience

Copies - of a simplified resume, cover letter, and application for participants to fill out in Station #3

Interview Personalities - to show participants the many different types of people they may encounter in an interview

Interview Questions - used to make sure that participants are paired with the correct job

Job Proposals - which list what the perspective employers are willing to offer in terms of salary and benefits

W-2 form - used for the purposes of this simulation to signify the acceptance of a job

Debriefing Ideas and Questions

How did this simulation of the job search process feel? In your opinion did it simulate a real life job search?

Do you feel that the roles are representative of employees in today's workforce? Are there any other roles you think should be added to the simulation?

Can you identify any other elements of the job search process that should be included?

Potential Variations for Playing the Game

There could be many variations to this game. The number of players could be altered so that there would be more roles or so that more than one person would play each role. Facilitators could also add other elements they feel are important to the job search process.

Station #1
Know Thyself

Objective- To gain an understanding of what your role in the simulation is. By combining your bio with your personality type and therefore choosing an appropriate search method.

Each participant will be given a role to play for the purposes of the gaming simulation. In this particular station these roles will not be considered. Participants will perform the personal inventories based on themselves, not their roles.

In this station the first step is to take the Myers-Briggs Personality test. After, participants will be given a list of jobs that are best suited to them based on the results of the test. For additional information about each of the profiles participants should refer to the binder at this station. After this is completed they should perform the Values Questionnaire.

After the participants have completed both of the tests they should chose an opportunity card to decide what their next step will be. The cards may instruct participants to move on to Station #2-Seek and Ye Shall Find. If participants draw a card that requires them to stay at this station they will perform a third test, Vocational Interests. When participants have completed this test they should automatically move to Station #2.

Station #2
Seek & Ye Shall Find (a job)

Objective – to utilize a variety of job search methods to explore all possibilities

In this station the participants will, based on their role chose a job to apply for from three different outlets: classifieds, online services, and word of mouth (networking). This job should encompass each role's experience, education, and abilities. If the word of mouth option is chosen the participant should pick one of the two envelopes with their name on it. They will then follow the cards instruction. After the participants choose jobs they should move to Station #3.

The personality profile may be printed out and given to job seekers in printed form or they may take the inventory on-line http://interconnections.co.uk/..

Station #3
Organization Station

Objective-to complete a job application, resume, cover letter, and define professional dress.

Based on the information they have gained about the job they are applying for, participants will choose to complete an application, cover letter or resume. After they have chosen which to fill out they will return to the waiting room to complete the selected item. After completion the forms should be returned to the facilitator at the station. The facilitator will then make sure all the necessary paperwork for a particular job has been completed. From this point the participant will proceed to Station #4-Dress For Success.

Station #4
Dress For Success

Objective-to define professional dress

This station is where participants will choose their dress for the interview that they are about to attend. After getting dressed participants should go to the waiting room to wait to be called for their interview.

Station #5
Interview U

Objective-To acclimate the participant to a variety of interview styles & questions

The facilitator will call each of the participants to interview and will then direct them to the person who will be performing the interview. There will be a sheet of interview questions lying on the table. After the interview is complete participants should proceed to the waiting room. They should then choose an envelope under the chair. Inside the envelope will be either a yes or no card. Yes means that a participant has been offered a job and they should remain in the waiting room until the facilitator from Station #6 calls them. No means that the participant has not gotten the job and they should go back to Station #2 to find another job for which they can apply.

Station #6

Negotiating Station

Objective-To match the participants career goals to that of the organization for which the job seeker wishes to work.

When the Station #6 facilitator calls a participant they should sit in front of the facilitator. They will give the participant a job proposal including what the company offer is in terms of salary and benefits. If the participant chooses to accept the company's offer they are to complete a W-2 form and return it to the facilitator. The participant will be instructed to move to the last station-Congratulations! If the employee chooses not to accept the terms of employment they will go back to Station #2 to look for another job.

Resources

Accent Resume Writing. (December, 1998). Cover Letter Writing tips. Available at http://www.accent-resume-writing.com/covertips/.

Cornell Career Services. (December, 2000). Career networking. Available at http://www.career.cornell.edu/careerexploration/networking/careerntwing.html.

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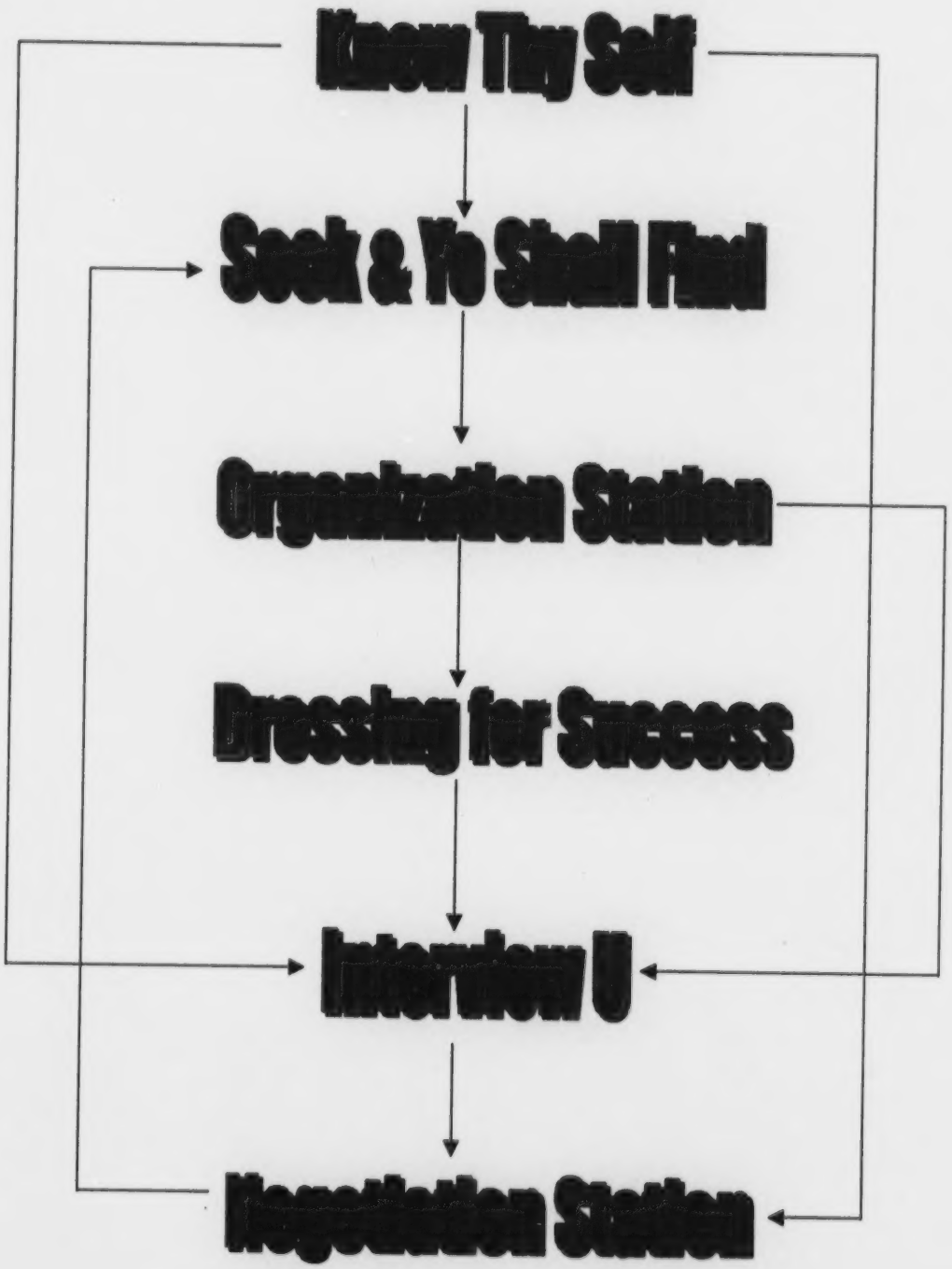
Salary.com. (December, 2000). What are you Worth? Available at http://www.workforce.com/index.html.

SaskNetWork. (2000). Alternative work arrangements. Available at http://www.sasknetwork.gov.sk.ca/pages/se/se_2.htm.

Student Pugwash USA. (August, 2000). Prepare a Winning Job Application. Available at http://www.spusa.org/publications/prepare.html.

Workforce. (2001) HR trends and tools for business results. Available at http://www.workforce.com/index.html

Relationship Map



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Appendix
Job Seeker Role Cards

NAME: SARAH MCFADEN

AGE: 32

DEMOGRAPHICS: SINGLE, WHITE FEMALE, RECENTLY ENGAGED, NO CHILDREN

CAREER STATUS: MOVING TO NEW LOCATION NEEDS NEW JOB

WHO AM I?

My name is Sarah and I am 32 years old. At the age of 25 became a paraplegic after an automobile accident. I have an associates degree as an administrative assistant with nine years of experience working in medical and law offices. Recently I got engaged and have moved closer to my fiancee's place of employment. I am looking for a new job as an administrative assistant, as I really enjoy this line of work. I am outgoing and friendly and love working with people.

NAME: MILTON JEFFRIES

AGE: 67

DEMOGRAPHICS: WIDOWED BLACK MALE, RECENTLY RETIRED AFTER 30 YEARS WITH USPS

CAREER STATUS: RETIRED AND LOOKING FOR PART TIME WORK.

WHO AM I?

My name is Milton and I am 67 year old widowed, retired postal clerk. I thought when I retired I would enjoy my free time, but I have found that I get kind of bored at home with nothing to do. A friend of mine recently found a part time job as a greeter at Walmart and he loves his work, it makes him feel productive. I am looking for a job that will be fun and fill my days maybe something in customer service, which is the part of my postal job I always enjoyed and miss the most.

NAME: JENNIFER JENKINS

AGE: 28

DEMOGRAPHICS: MARRIED, BLACK, FEMALE WITH ONE CHILD

CAREER STATUS: LEFT JOB AS A SUBSTANCE ABUSE COUNSELOR A YEAR AGO TO BE HOME WITH HER FIRST BORN CHILD

WHO AM I?

My name is Jennifer and a year ago I gave birth to a beautiful baby girl named Haley. I wanted to be at home for her first year so I left my job of 6 years as a counselor. I am ready to return to work, though I hate to leave my child. I have a degree in social work and I would like to still be a counselor or social worker but with a different population. Maybe work with children instead of drug addicts. I would also like to work for an agency or private company that provides daycare.

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NAME CATHY LEE
AGE 18

DEMOGRAPHICS: SINGLE ASIAN AMERICAN FEMALE

CARRIER STATUS: RECENT HIGH SCHOOL GRADUATE UNSURE ABOUT COLLEGE
WHO I AM

My name is Cathy and I just graduate from high school. I am not sure I want to go straight to college. I would like to work for a wile and see what interest me. I have always interesting in medical field or business so maybe I can find something on the hospital or in retail or and this would help me to figure out my future goals.

NAME: PAUL HARRISON

AGE: 22

DEMOGRAPHICS: SINGLE, WHITE MALE, RECENT COLLEGE GRADUATE

CAREER STATUS: LOOKING FOR FIRST JOB OUT OF COLLEGE

WHO AM I?

My name is Paul and I have just graduated with a computer science degree from James Madison University. I am excited to begin my new career as a programmer but as most graduates I don't have a job just yet. I am willing to relocate but would really love to stay in this town and be close to my girlfriend who is still in school. I would really love to work with a big company but I am willing to start out anywhere.

NAME: JENNIFER JENKINS

AGE: 28

DEMOGRAPHICS: MARRIED, BLACK, FEMALE WITH ONE CHILD

CAREER STATUS: LEFT JOB AS A SUBSTANCE ABUSE COUNSELOR A YEAR AGO TO BE HOME WITH HER FIRST BORN CHILD

WHO AM I?

My name is Jennifer and a year ago I gave birth to a beautiful baby girl named Haley. I wanted to be at home for her first year so I left my job of 6 years as a counselor. I am ready to return to work, though I hate to leave my child. I have a degree in social work and I would like to still be a counselor or social worker but with a different population. Maybe work with children instead of drug addicts. I would also like to work for an agency or private company that provides daycare.

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NAME: BEVERLY STANLEY

AGE: 54

DEMOGRAPHICS: RECENTLY DIVORCE, TWO CHILDREN IN COLLEGE

CAREER STATUS: A REGISTERED NURSE BUT HAS BEEN OUT OF THE WORK FORCE FOR 16 YEARS TO STAY AT HOME AND RAISE TWO CHILDREN BUT NEEDS TO RETURN TO WORK.

WHO AM I?

My name is Beverly and after 18 years of marriage I recently divorced my husband. I need to return to work but my nursing skills are a little rusty. I would like to return to work in a hospital or a doctor's office. I also love to bake and cook and may be interested in working in a bakery or restaurant.

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Name Tags

HELLO MY NAME IS
BEVERLY
STANLEY

HELLO MY NAME IS
SARAH
MCFADEN

HELLO MY NAME IS
MILTON
JEFFRIES

HELLO MY NAME IS
JACK
ANDERSON

HELLO MY NAME IS
JENNIFER
JENKINS

HELLO MY NAME IS
CATHY
LEE

HELLO MY NAME IS
PAUL
HARRISON

KNOW THY SELF

STATION # 2

SEEK AND YE SHALL FIND "A JOB"

STATION #3

ORGANIZATION STATION

STATION #4

DRESS FOR SUCCESS

STATION #5

INTERVIEW U

STATION #6

NEGOTIATION STATION

Participant Worksheet

The facilitator will give each participant a portfolio. Included in the portfolio is a role that each person will play for the duration of the gaming simulation. Participants should familiarize themselves with these roles.

If at any point there are too many people at any station please return to the Waiting Area until the station clears out.

At this point the facilitator from Station #1 will introduce the importance of her station and how it fits into the game. At this point participants should:

- Perform the Myers-Briggs test. After participants receive their profiles a list of jobs that are suited for their type will be given to them. There is also a binder that includes a more in depth profile for each type.

  Myers-Briggs Type: _____

- Perform the Values Questionnaire

  List your 5 Most Important Values:

  1.
  2.
  3.
  4.
  5.

- After the second test is completed participants need to draw a card. This card will instruct participants to: (a) Perform the 3rd test, Vocational Interest and then move to Station #2 (b) Move to Station #2 .

When participants enter Station #2 the purpose is to try and find a job using 1 of the 3 outlets: classifieds, online, and word of mouth cards.

- Classifieds-choose a job from those listed in the classified section of this newspaper
- Online-choose a job from those listed on the online service
- Word of mouth-chose one of the two cards with your role's name on it.

JOB _____ Job_____

After you have chosen a job, move to Station #3 to determine what paperwork you need to complete: a resume, cover letter or just an application. When you have filled out the paperwork you think is necessary return them to the facilitator at this station. The facilitator will make sure you have everything filled out who will give you instructions on what to do next.

Paper work completed _____

Station #4 is where you are going to get dressed for the interview that you are about to attend. Chose what you think would be the best attire for your interview. After you are dressed return to the waiting room until the facilitator from Station #5 calls you to interview.

When the facilitator at Station #5 calls you to interview please take a seat in front of one of the three interviewers. There will be a sheet of interview questions you need to complete. When these questions are complete please return to the waiting room. In the waiting room chose one of the envelopes that are under your chair. If the card says "yes" remain seated until the facilitator from Station #6 calls you to negotiate a job offer. If the card says "no" return to Station #2 to find another job to interview for.

Interviewer..... _____

Interviewer _____

The facilitator from Station #6 will call participants into the Negotiation Station to begin discussion on the job offer. A proposal will be given to the participant, if they chose to accept the job the facilitator will give them a W-2 form to complete. If the participant chooses not to accept the job they should return to Station #2 to find a job.

What Job did you Accept and Why?

_____

_____

_____

_____

Values Questionnaire

Identifying your personal values is an important part of a successful career plan. In this context, the word "value" refers to how you feel about the work itself and the contribution it makes to society. Most people who pursue work that is congruent with their values feel satisfied and successful in their careers.

Work values can be divided into two functional categories. INTRINSIC values are those that relate to a specific interest in the activities of the work itself, or to the benefits that the work contributes to society. EXTRINSIC values relate to the favorable conditions that accompany an occupational choice, such as physical setting, earning potential, and other external features. Most people, in order to feel truly satisfied with their work, must find some personal intrinsic value in it.

The following is a list of personal values that many people have identified as being important to them in their careers. To begin exploring your own personal work values, rate each value on a scale from 1-5 with 1=Don't Value and 5=Greatly value.

List of Work Values	Rating
1 Making use of my abilities	_____
2 Being able to do different things	_____
3 Having the chance to try my own methods	_____
4 Receiving high pay compared to the amount of work I do	_____
5 Having an opportunity to "be somebody"	_____
6 Having the freedom to use my own judgment	_____
7 Having a feeling of accomplishment	_____
8 Having pleasant working conditions	_____
9 Being able to work alone	_____
10 Receiving praise for doing a good job	_____
11 Having a boss who is competent at working with subordinates	_____
12 Being able to do things for people	_____
13 Being able to keep busy	_____
14 Having opportunities for advancement	_____
15 Not being asked to do things against my conscience	_____
16 Having co-workers that get along with one another	_____
17 Having the chance to tell people what to do	_____
18 Having steady employment	_____

Vocational Interests

Each person has developed personal preferences for certain types of activities and environments. Most people who enjoy their work have some intrinsic interest in the activities with which they are connected.

The six general areas of vocational interest developed by psychologist John Holland are described below. Think about your past experiences and your current activities. Then rank those work environments from (1) to (6), from the one which best describes you (1), to the one which least describes you (6).

	Realistic	For people who like activities that are practical and concrete. They like to work outdoors and to work with tools and machines using their physical skills. They often seek work relating to nature and the outdoors, mechanics, construction, or military service.
	Investigative	For people who enjoy scientific and intellectual pursuits. They enjoy gathering information, uncovering new facts or theories and analyzing and interpreting data. They often seek work relating to academic research, medical facilities, or computer-related industries.
	Artistic	For people who value aesthetic qualities and like opportunities for self-statement. They prefer unstructured and flexible environments. They often seek work relating to art, music, drama, writing, or in libraries or museums.
	Social	For people who enjoy working with people-to inform, help, train, or develop, them in some way. They enjoy working in groups, sharing responsibilities, and are good communicators. They like to solve problems through discussions of feelings and interactions with others. They often seek work relating to teaching, counseling, or recreation.
	Enterprising	For people who enjoy influencing, leading, or managing others for organizational goals or for economic success. They enjoy persuading others to their viewpoint and prefer social tasks where they can assume leadership. They often seek work relating to business management, sales, or politics.
	Conventional	For people who enjoy systematic activities requiring attention to accuracy and detail, often associated with office work. They enjoy working for large organizations and are comfortable with an established chain of command. They often seek work relating to financial institutions, accounting firms, or other large businesses.

Working With People

Many individuals say that working with people must be an important part of any career they pursue. There are many different aspects to the concept of "working with people". The exercise below is designed to help you focus on those which are important to you. Insert and X to note those ways which appeal to you. Add to the list others which are important to you.

Then indicate the three ways of working with people that you would most enjoy and be proficient at, and the three you would least enjoy.

	Influence the attitudes, ideas of others
	Gather information through direct contact with people
	Help people with personal problems
	Instruct other people in various tasks or skills
	Supervise and be responsible for the work of others
	Consult or advise others (even though not directly responsible for them)
	Confront others, present them with difficult decisions
	Investigate people by obtaining information about them
	Provide service to others: giving information, performing physical or highly technical tasks
	Mediate between contending parties
	Organize others, bring people together in co-operative efforts
	Make decisions about others
	Entertain or perform for enjoyment
	Understand people and study their behavior

Enjoy Most
1
2
3

Enjoy Least
1
2
3

Working With Information

The present time is called the "information age". Most jobs require information retrieval and usage. Many occupations demand the development of new information. Using information can take many forms. You can analyze, maintain, and explain data. You can interpret ideas. You can learn facts and prepare reports. Put an X on those ways that you would like to use information. Add other ways.

	Develop and discuss ideas and theories
	Make decisions based on definite rules and measurements
	Explain/interpret ideas and concepts
	Use materials/equipment in work, e.g. computers, wall charts, overhead projectors, blueprints, etc.
	Work with survey data or other information on public opinion
	Conduct investigations, research
	Work with documents and records

Work Environment Preferences

Satisfaction with your job often comes from a compatibility of other factors meeting your needs. In the following exercise, look at the elements of lifestyle in a geographic area.

Location: e.g. rural, small town, large metropolitan center, climate, safety/security of neighborhood
Accommodation/Amenities: e.g. close to work, family, sports complex, continuing education programs
Other Interests: e.g. starting your own business, opportunity for civic/volunteer work

Describe your preferences for the job and organization, e.g. size of organization, amount of bureaucracy, challenge, responsibility, shift work, travel on the job, prestigious job, nature of physical surroundings, amount of personal work space and equipment provided, training/personal development programs, feedback from supervisors, contact with co-workers, financial compensation, no/minimal relocation, type of technology in use, dress code, etc.

Opportunity Cards

YOU'VE DECIDED THAT YOU WOULD LIKE TO DO MORE RESEARCH.
PLEASE REMAIN IN THE RESEARCH STATION AND TAKE THE NEXT AVAILABLE TEST.
(SEE FACILITATOR)

YOU'VE DECIDED THAT YOU WOULD LIKE TO DO MORE RESEARCH.
PLEASE REMAIN IN THE RESEARCH STATION AND TAKE THE NEXT AVAILABLE TEST.
(SEE FACILITATOR)

YOU'VE DECIDED THAT YOU WOULD LIKE TO DO MORE RESEARCH.
PLEASE REMAIN IN THE RESEARCH STATION AND TAKE THE NEXT AVAILABLE TEST.
(SEE FACILITATOR)

YOU'VE DECIDED THAT YOU WOULD LIKE TO DO MORE RESEARCH.
PLEASE REMAIN IN THE RESEARCH STATION AND TAKE THE NEXT AVAILABLE TEST.
(SEE FACILITATOR)

YOUR RESEARCH IS COMPLETE!

PLEASE ADVANCE TO STATION #2 TO BEGIN YOUR JOB SEARCH.

GOOD LUCK!

YOUR RESEARCH IS COMPLETE!

PLEASE ADVANCE TO STATION #2 TO BEGIN YOUR JOB SEARCH.

GOOD LUCK!

YOUR RESEARCH IS
COMPLETE!

PLEASE ADVANCE TO
STATION #2 TO BEGIN YOUR
JOB SEARCH.

GOOD LUCK!

The Low Down about Searching for a Job

The "Hidden Job Market" – Internet

The Internet is a valuable resource for jobseekers. Not only are there plenty of informative areas on the information superhighway for jobseekers, there are also many places to post a resume. The resources are virtually endless.

The Internet also provides the ability to actively search and obtain information on companies and organizations. It provides the means for one to be totally prepared for an interview. It can give you the details you will need to be knowledgeable and competent about the organization for which you would like to work.

Networking And Your Job Search

Approximately 80% of available positions are never advertised. Most employers prefer informal and personal methods of identifying employees, and believe personal contacts result in more in-depth, accurate, and up-to-date information. Networking does not eliminate the need to use other job search methods, but it will produce helpful referrals from approximately 60% of your contacts.

One thing is for sure when you are looking for work ~ you must advertise yourself! This is what networking is all about. Call, write or personally contact all of your business and social acquaintances. Be specific and tell them what you're looking for and what your qualifications are, and don't be afraid to ask for their help. Most people truly enjoy helping others.

Don't stop after you have contacted the "obvious" contacts. Did you know that even the most unlikely person may know someone who knows someone or they may have first hand knowledge of a current opportunity available. This is why networking is so important to the jobseeker.

If you know a person well, you can call or visit them personally. Be sure and bring a resume. If someone is more of a formal acquaintance, a brief, polite letter would be appropriate. Begin that letter with reminding the contact of how you know them. State exactly what your qualifications are and ask for their assistance. Even if someone can't lead you directly to a specific opening, he or she may be able to offer assistance in some way. Ask for any general advice or suggestions they might have. If no leads are generated from that discussion, remind them to keep you in mind in the future. As soon as you do receive a direct lead or referral, follow up on it right away.

Classified Sections

For some professionals, this is the last place to look. Much of the job search has moved onto the web and into networking. For first time job seekers, this is a good place to start, but not the only outlet for a job search.

POUND THE PAVEMENT . COM

THE JOB SEARCH ENGINE THAT DOES ALL THE FOOTWORK FOR YOU

PLEASE USE ONLY THE ARROW KEYS OR PAGE UP/DOWN KEYS TO VIEW THIS SITE

PLEASE BROWSE TODAY'S JOB LISTINGS

AREA: HUMAN SERVICES

JOB TITLE: SOCIAL WORKER II
LOCATION: SOCIAL SERVICES DEPARTMENT
JOB TYPE: FULL TIME
SALARY RANGE: $15.00/HR
MINIMUM EXPERIENCE:
Bachelor's Degree in Social Work, 1-3 year's experience in Social Work or Counseling

JOB DESCRIPTION: Provide intensive case management for at risk youth
Enhance family functioning
Coordinate community based services
Work with child and family team

◆◆◆

AREA: SALES/PROFESSIONAL

JOB TITLE: SALES TERRITORY MANAGER
LOCATION: ARMARKY INC.
JOB TYPE: FULL TIME
SALARY RANGE: $45,000 – 60,000

MINIMUM EXPERIENCE: 3 Years business to business sales experience. Excellent relationship-building, problem-solving, communication skills.

JOB DESCRIPTION: Manage prospects and territory management. Qualify and develop new business. Meet monthly and quarterly sales goals.

♦♦♦

AREA: TECHNOLOGY

JOB TITLE: COMPUTER PROGRAMMER
LOCATION: UPM
JOB TYPE: FULL TIME
SALARY RANGE: $22,000 – 32,000, Depending upon experience

MINIMUM EXPERIENCE: Any combination of education and experience equivalent to a BS in Information Technology, Computer Programming, Business Administration or related field and 1-4 years related experience.

JOB DESCRIPTION: Will participate in design and implementation of Commercial IT/Production systems for state-of-art manufacturing facility.

◆◆◆

AREA: MEDICAL/DENTAL (CON'T)

JOB TITLE: RN – OCCUPATIONAL HEALTH
LOCATION: NORTHSIDE CLINIC
JOB TYPE: FULL TIME ONLY
SALARY RANGE: EXCELLENT PAY ANF FULL BENEFITS INCLUDING: MEDICAL, DENTAL, VISION AND 401K

MINIMUM EXPERIENCE: MINIMUM 1-YEAR EXPERIENCE IN OCCUPATIONAL HEALTH, EMEREGENCY ROOM, INTENSIVE CARE OR TRIAGE.

JOB DESCRIPTION: EXTENISIVE TRAINING PROGRAM, MORE STABILITY IN A LESS STRESS CLINIC.

AREA: SECRETARIAL/ADMINISTRATIVE

JOB TITLE: SECRETARIAL ASSISTANT
LOCATION: B.T. COMPANY
JOB TYPE: PART TIME
SALARY RANGE: $8.00/HR

MINIMUM EXPERIENCE: Requires HS diploma, good communication skills and data entry skills.

JOB DESCRIPTION: Hours are fron. 1-5pm or 12-5pm, 5 days per week providing clerical support for accounting department.

◆◆◆

AREA: SECRETARIAL/ADMINISTRATIVE
(CON'T)

JOB TITLE: Executive Administrative Assistant
LOCATION: Real Estate Investments
POSITION TYPE: Full Time
SALARY RANGE: $30,000 – 35,000 per year

MINIMUM EXPERIENCE: Must have exceptional communication and organizational skills. Real Estate background preferred. Proficient in MS Office.

JOB DESCRIPTION: Professional level executive assistant.

♦♦♦

LOCATION:	WILLYMART
JOB TYPE:	Full or Part Time
SALARY RANGE:	$8 – 10 per hour

MINIMUM EXPERIENCE: Candidates responding to this posting must possess eligibility to work in the United States. Must be personable, with excellent customer service skills.

JOB DESCRIPTION: Greet customers, take payments and data entry.

♦♦♦

Word Of Mouth Cards

JENNIFER

YOUR FRIEND SUE JUST CALLED AND INFORMED YOU ABOUT A SOCIAL WORKER II POSITION AT DSS.

JENNIFER

YOUR MOTHER CAME BY TODAY TO TELL YOU ABOUT A SOCIAL WORKER III SUPERVISOR POSITION AT SOCIAL SERVICES.

JACK

YOUR FRIEND JOE JUST INFORMED YOU OF A JOB OPENING AT K.C. WELDING SUPPLY CO. THE POSITION IS FOR A GENERAL MANAGER AND OUTSIDE SALESMAN.

JACK

BOB SMITH, YOUR OLD HIGH SCHOOL BUDDY, JUST CALLED AND INFORMED YOU THAT WORLD PROGRESSIVE INC. IS NOW HIRING A SALES MANAGER.

PAUL

YOUR FRIEND STEVE JUST INFORMED YOU ABOUT A COMPUTER PROGRAMER POSITION OPENING AT UPM

PAUL

YOUR FATHER CALLED TO TELL YOU ABOUT A JOB OPENING AT FOX INDUSTRIES AS A PROGRAMER/ANALYST

BEVERLY

YOUR BEST FREIND JUST INFORMED YOU OF A RN OR LPN POSITION OPENING AT SOUTHSIDE IMMUNIZATION CLINIC FOR FULL OR PART TIME WORK.

BEVERLY

YOUR AUNT BETTY CALLED TO TELL YOU OF AN OCCUPATIONAL HEALTH NURSE OPENING AT NORTHSIDE CLINIC.

CATHY

YOUR FRIEND JUDY CALLED TO INFORM YOU ABOUT A PART-TIME SECRETARIAL ASSISTANT POSITION AT B.T. COMPANY.

CATHY

YOUR UNCLE BOB JUST TOLD YOU ABOUT A BANK TELLER POSITION AT MOUNTAIN AREA SAVINGS AND LOAN.

SARAH

YOUR GRANDMOTHER CALLED TO INFORM YOU THAT THERE IS A JOB OPENING FOR AN EXECUTIVE ADMINISTRATIVE ASST. AT REAL ESTATE INVESTMENTS.

SARAH

YOUR BEST FRIEND TOLD YOU THAT LAB TECH. INDUSTRIES IS LOOKING FOR AN ACCOUNTING CLERK.

MILTON

A FRIEND AT CHURCH INFORMED YOU ABOUT A SECURITY OFFICER POSITION AT MOUNTAIN VIEW HOTEL.

MILTON

YOUR SISTER JUST CALLED TO TELL YOU ABOUT AN OPENING AT WILLYMART AS A CUSTOMER SERVICE CLERK.

CONGRATULATIONS
YOU'VE BEEN OFFERED THE
JOB POSITION!

PLEASE REMAIN IN THE
WAITING ROOM FOR
FACILITATOR'S DIRECTION.

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PLEASE REMAIN IN THE
WAITING ROOM FOR
FACILITATOR'S DIRECTION.

REGRETFULLY,
WE ARE NOT ABLE TO
OFFER YOU THE JOB
POSITION AT THIS TIME.

PLEASE RETURN TO
STATION #2 TO CONTINUE
YOUR SEARCH.

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POSITION AT THIS TIME.

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Classified Section

Food & Beverage 400-495

Pastry Chef

This position requires a two-year culinary or pastry degree, formal or informal apprenticeship or the equivalent in specialized experience or training, and six to eight years experience in comparable position. Without the required education, applicants must have at least ten years related experience. Candidates must have outstanding administrative, budget and team building skills and a "hands-on" management style.

To apply, send resume and cover letter to:

Biltmore Estate c/o Human Resources
1 Pack Square
Asheville, NC 28801

Sales 500-595

Sales Manager

If you're self-motivated and energetic, apply now! We currently have an opening for a Sales Manager in our Asheville, NC location. The Sales Manager will be responsible for calling on agents to sell and promote company strategies, brand-building efforts, products, and processes; identify market opportunities; and act as a company liason. Qualified candidates must possess: Minimum of 1 year of prior outside sales experience, Strong technical/PC skills, Strong communication, organizational and customer service skills, Market research and analysis skills, Bachelor's degree strongly preferred, Agency experience or insurance knowledge a plus, Some overnight travel required.

For consideration, please submit resume indicating Ad code IR/000761 to:

Progressive Resume Processing Center
PO Box 549235, Suite 85
Waltham, MA 02454-9235
Fax: (888)264-7687

Sales Territory Manager

ARMARKY INC.

Manage prospects and territory management. Qualify and develop new business. Meet monthly and quarterly sales goals. 3 years business-to-business sales experience. Excellent relationship building, problem solving, communication skills.

Send resume to:

Armarky Inc. Human Resource Office
11 Handle Circle

Candler, NC 27954

Professional 600-695

Case Worker

Share direct care, counseling and casework responsibilities for students with other team members, Program Directors, RCs, and campus therapist. Serve as a team liaison with outside agencies, individuals, and groups. Serve as an advocate for the student on campus and public relations representative for CSI. Each employee will uphold the code of ethics for the agency and their profession and will treat all information (client, personnel, financial and other business matters) in a confidential and professional manner.

Mail or fax resume to:

Crossnore School, Inc.
PO Box 249
Crossnore, NC 28616
Phone: (828)733-4305
Fax: (828)733-3250

Social Worker III

Provide direct supervision to Foster Care Social Work Placement Services, Resource management, Develop, Implement, Monitor Foster recruitment. Masters degree in Social Work and 3 years experience in the field or bachelors degree in Social Work and 5 years experience.

Send resume to:

Care of Carrie Mills
Asheville County Services
3487 Peach St.
Asheville, NC 28805

General Employment 700-795

Secretarial Assistant

Secretarial Assistant to Patient Service Director and Division Secretary. Must be familiar with MS Word, Excel, and Powerpoint to facilitate correspondence, procedures, and projects for department. Occasional transcription via Dictaphone and receptionist duties. Minimum of HS diploma and one year of office asst/secretarial experience, previous medical office experience preferred. Candidates responding to this posting must currently possess the eligibility to work in the United States.

To submit a resume for this position, you must place S28805/MB/620234A in the subject line of your e-mail. Send your resumes to www.mailto:jobs@staffing.manpower.com?subject=OfficeAssistant(S28805/MB/620234A) in text format. Do not send e-mail attachments.

Secretarial Assistant

B.T. Company
Requires HS diploma, good communication skills and data entry skills. Hours are from 1-5 pm or 12-5pm, 5 days per week providing clerical support for accounting department.

Applicants can be picked up at:

B.T. Company
452 Ignatious Dr.
Canton, NC 28741

Security Officer

Mountain View Hotels
No experience will fully train. Must be a team player, enjoy working with people, detail oriented. Basic security duties.

Applications can be picked up at:

Mountain View Hotel
119 Terror Blvd.
Black Mountain, NC 28906

Customer Service Clerk

Willymart
Good communication skills, and great customer service, no experience needed.

Pick up applications at:
Willymart
288 Stone Park Ln
Arden, NC 27845

Programming 800-895

Computer Programmer

NetLert communications is looking for a self motivated object oriented programmer with familiarity of Java to join our small team. Work hard on cutting edge network/internet software and play hard in the beautiful western North Carolina mountains. Ideal candidate will have experience with Java, Swing, JNI, C++, networking, MS windows, Linux and Solaris. Competitive compensation includes salary and a complete benefits package with relocation assistance available.

Send all responses to: mailto:hr@softbase.com?subject=Programmer

Programmer/Analyst

Fox Industries
Bachelor's degree in computer related field and 1-3 years experience in programming. Develop plans for systems development and operations, as well as testing and installing operating systems.

Send resume and cover letter to:

Fox Industries HR department
410 Needlenhaystack Dr
Fletcher, NC 28807

Medical 900-995

RN Position

RN needed to work at Thoms Rehabilitation Hospital providing services for over 60 years. Experience preferred, but will train. Full and Part-time positions available. currently have positions on days, evenings, and nights. High-touch, team-oriented facility. Work for a proven leader in the field of rehabilitation

Community CarePartners
68 Sweeten Creek Rd
Asheville, NC 28803
Phone: (828) 274-2400 x4601
Fax: (828) 277-4826

RN or LPN

Southside Immunization Clinic
Valid Nursing License, complete training provided. Providing immunizations to colleges and universities.

To apply send resume to:

Southside Immunization Clinic
209 Broad St
Saluda, NC 28504

Information Sheet
Station #3

Job Applications---are specific forms that companies/organizations ask you to fill out.

While application forms vary from organization to organization, use the opportunity to emphasize the ways in which your skills and experiences can meet the needs of the organization. Think about why they are asking each question and what kind of information they are looking for.

Resumes--- summarize your academic and professional experience.

A resume is a one to two page summary of your education, skills, accomplishments and experience. Your résumé's purpose is to get your foot in the door. Your resume provides a foundation for comparison with other job candidates. Both the content and visual appearance of your resume communicate important messages to the reader, so strive to make your resume as informative and well-organized as possible.

Cover Letters--- introduce you to the organization and should always be included with your resume.

Your cover letter will give potential employers an idea of why you want to work for them. Each cover letter should be written specifically for the organization and the position sought. It should serve as an introduction of who you are and indicate why you are interested in the organization and in the specific job for which you are applying. Your cover letter and resume should complement each other, with the letter expanding upon the experiences and skills highlighted in the resume.

After reading this information sheet, please proceed to Station #3 "Your Information Station" to obtain the necessary documents to continue in your job search process.

Job Application

Last Name _____

First Name _____

Current Address _____

_____

Social Security Number _____

Daytime Phone Number _____

Job Applying For _____

Salary Desired _____

Current Employer's Name _____

Current Supervisor's Name _____

List Current Duties _____

Circle Highest Level of Education:

Some HS HS/GED Associate Bachelors Master Doctoral

Cover Letter

Instructions: Please fill in the blanks with information that best describes you and your reason for applying for this particular job.

Hello, my name is _____.

I am applying for the position of _____ at your fine company.

I am a graduate of _____

with most of my studies focusing on _____.

I think that I would be a good candidate for this position because I am a

_____ person, who is very _____ oriented.

My job skills include _____.

I am open to new _____ and enjoy learning _____.

Please contact me at your earliest convenience at _____.

Sincerely,

_____

Resume

Instructions: Please fill out this resume with three to four sentence answers. Be brief, yet specific.

What is your objective for applying for this job?

What is your education? (Include high school, colleges attended)

What is our work history? (Please list current or most recent jobs)

What special training(s) have you received?

Why do you feel you would be a good candidate for this job?

Dressing For Success

It is important to dress appropriately for your job interview. Dress professionally and comfortably. You will be judged in some respects by what you wear. When in doubt, dress conservatively.

Tips For Women:

- A straightforward business suit is best.
- Wear sensible shoes.
- Be moderate with make-up and perfume.
- Wear simple jewelry.
- Hair and fingernails should be well groomed.

Tips For Men:

- A simple jacket or business suit is a good idea.
- Shoes should be polished.
- Face should be clean-shaven; facial hair should be trimmed.
- Hair and fingernails should be well groomed.
- Use cologne or after-shave sparingly.

Prepare For Your Interview

Find out as much key information as you can about the company.

Research the Following:

- Office Locations
- Products and Services
- Customers
- Competitors
- Philosophy
- History
- Recent News
- Financial Info

Make a Good Impression: Before, During, and After the Interview

- Be on time
- Be positive
- Relax
- Show confidence
- Be enthusiastic
- Use appropriate body language
- End interview with a handshake
- Send a "Thanks for the Interview" note
- Follow up with a phone call

Common Interview Questions

- "Tell me about yourself"
- "Why do you want to work here?"
- "Why did you leave your last job?"
- "What are your best skills?"
- "What are your weaknesses?"
- "What are your career goals?"
- "What are your interests?"

Be Careful of Illegal Interview Questions

- "Are you a US citizen?"
- "How old are you?"
- "What is your marital status?"
- "How many kids do you have?"
- "What clubs or social organizations do you belong to?"
- "How much do you weigh?"
- "Have you had any recent or past illnesss?"
- "Have you ever been arrested?"

Know that you are free to answer these questions, however, you will be giving information that is not job related and could harm your candidacy by giving the "wrong" answer.

Avoid Common Interview Mistakes

Do Not:

- Arrive late and make excuses
- Dress inappropriately
- Avoid eye contact
- Brag about how great you are
- Appear desperate
- Call the interviewer by his/her first name
- Badmouth your current or former employee
- Reply "no" when asked if you have any questions

Asking Questions During The Interview

- Prepare 5 good questions
- Don't ask questions that raise warnings flags
- Don't ask questions about only one topic
- Clarify-It's OK to ask a question to clarify something the interviewer said.

Job Interview

1. What position are you interested in?

_____

2. Tell me a little bit about yourself?

Education: High School Graduate ☐ College Graduate ☐

Are you looking for:

Part Time ☐ Full Time ☐ Day Only ☐ Night Only ☐

Job Qualifications: No experience ☐ Some experience ☐ Much exp.☐

What kind of job skills do you have:

Computer ☐ Communication ☐ Telephone ☐ Heavy Machinery ☐

3. Why do you want to work here?

I like this company ☐ I need a job ☐ I need experience ☐ I need money ☐

4. .....When can you start? Date: _____

5. What is important to you in a job?

Good working environment ☐ Nice people ☐ Money ☐

Good Benefits ☐ On Sight Daycare ☐ Flexible schedules ☐

6. What are your best skills?

Loyalty☐ Dependable☐ Hard Worker☐ Flexible☐ Good Sense of Humor☐

7. What are your major weaknesses?

Lazy ☐ Easily Stresses☐ Have trouble asking for help☐ Stubborn☐ Shy☐

8. Do you prefer to work by yourself or with others? Yes☐ No☐

9. What are your hobbies?

Hiking ☐ Stamp Collecting ☐ Cooking ☐ Travelling ☐ Gardening ☐
Sports ☐ Reading ☐ Shopping ☐ Painting ☐

10. What salary are you expecting?

Hourly Wage ☐ If yes, how much an hour? _____

Salaried Position ☐ If yes, how much a year? _____

11. Do you have any questions about this position? (Please list)

a. _____

b. _____

Information Sheet for Station #6

Eleven Commandments for Smart Negotiating:

1. Be prepared: know about the job market and the company

2. Recognize employment negotiations are different-remember that if you are hired you will be working with this person or they might determine your success.

3. Understand your needs and the needs of the employer-examine your priorities. You need to make sure that the company can provide what you want.

4. Understand the dynamics-size up the situation and try and understand the relative position of each party so you will know when to push and when to back off.

5. Never lie, but use the truth to your advantage-determine what you want to say and when you want to say it. Rehearse areas of concern and make sure you know how you are going to handle them.

6. Understand the role of fairness-be prepared to justify every request in terms of this.

7. Use uncertainty to your advantage-some companies will try and offer you as little as possible so do not divulge all information about such things as salary.

8. Be creative-consider the value of the total package and be willing to make tradeoffs increase the total value of the deal.

9. Focus on your goal, not on winning-do not focus as much on winning because you may risk alienating your future boss.

10. Know when to quit bargaining-try not to be perceived as being greedy or unreasonable.

11. Never forget employment is an ongoing relationship-negotiations are the starting point for your career with the company.

Job Proposal

Date _____

Name _____

Job _____

Below is our companies offer in terms of employment being offered to you:

Salary: _____

Benefits:

_____Health & Dental Insurance _____Vision coverage
_____Flexible benefit options
_____Life & Accidental death insurance
_____Vacation time _____Sick time
_____Paid holidays
_____Short-term & long term disability insurance
_____Pension & retirement _____Stock plan
_____In house training _____Health club membership
_____Wellness programs _____Employee Assistance Program
_____Flexible work environment _____Casual dress
_____Dependent care
_____Food service, concierge service

Other _____

Please indicate your acceptance of the offer by signing below. Thank you!

Employee Name_____

Company Representative _____

a Control number	22222	Void ☐	For Official Use Only ▶ OMB No. 1545-0008

b Employer identification number	1 Wages, tips, other compensation $	2 Federal income tax withheld $
c Employer's name, address, and ZIP code	3 Social security wages $	4 Social security tax withheld $
	5 Medicare wages and tips $	6 Medicare tax withheld $
	7 Social security tips $	8 Allocated tips $
d Employee's social security number	9 Advance EIC payment $	10 Dependent care benefits $
e Employee's first name and initial / Last name	11 Nonqualified plans $	12a See instructions for box 12 $
	13 Statutory employee ☐ Retirement plan ☐ Third-party sick pay ☐	12b $
	14 Other	12c $
		12d $
f Employee's address and ZIP code		

15 State / Employer's state ID number	16 State wages, tips, etc.	17 State income tax	18 Local wages, tips, etc.	19 Local income tax	20 Locality name
	$	$	$	$	
	$	$	$	$	

Form **W-2** **Wage and Tax Statement** **2001**

Department of the Treasury—Internal Revenue Service

Copy A For Social Security Administration—Send this entire page with Form W-3 to the Social Security Administration; photocopies are **not** acceptable.

Cat. No. 10134D

For Privacy Act and Paperwork Reduction Act Notice, see separate instructions.

Do Not Cut, Fold, or Staple Forms on This Page — Do Not Cut, Fold, or Staple Forms on This Page

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62

63